

To access as a teacher, you need to go to the link below and log in.

<https://lms.firstpolymerskillnet.com/login/index.php>

Your username is your **email address** (all lower-case letters, if you have an apostrophe in your surname don't include it).

1. **Please be sure to log in to check** your audio etc, at *any stage* **before the first Lecture.**
2. For those not familiar with online courses using this platform (Big Blue Button on Moodle), **we have attached the step-by-step instructions.** We are happy to talk anyone through this over the phone.
3. We recommend you wear a head set or earphones on the live lectures for better audio.
4. Please be sure do a test before the first lecture and log on **15 minutes before** the start of the course.

I would ask that you all view the short YouTube link below ( less than **7** minutes long.)

<https://www.youtube.com/watch?v=Q2tG2SS4gXA&feature=youtu.be>

It has all of the basics of using Big Blue Button in Moodle but also shows how to

- use and share the whiteboard
- do quick polls
- use breakout rooms
- share videos

We would strongly encourage the use of polls, sharing videos and other tools above where appropriate, to keep trainees as engaged as possible during online lectures. It is also good to issue short assignments / tasks between online training days to keep continuity.

Please watch and try and incorporate these tools / functions where you can going forward, if you haven't already.

In your course presentation you will need to include our logo (attached) at least on the first course / title slide. Its fine of course to include your own logo too. If you can include our logo on some of the other / final slide also that would be great (where space allows).